

MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.

ORGANIZATION					
AERODYNAMICS, AEROTHERMODYNAMICS, AND ACOUSTICS COMPETENCY (AAAC)					
EMPLOYEE NAME					
TRAINING REQUIRED	TRAINING METHOD	WHEN REQUIRED	DURATION	RENEWAL DATE (IF APPLICABLE)	SUPERVISOR SIGN/DATE UPON COMPLETION
ALL EMPLOYEES					
LMS, consists of training in Policy Manual, OUP, applicable CP's and OP's	OJT/Review with Supervisor	First Year	4 hours	N/A	
NASA Strategic Plan	Self Study/Review with Supervisor	Immediate	2 hours	N/A	
Safety Overview	OJT/Review with Supervisor or Facility Safety Head	Immediate	1 hour	N/A	
IT Security Awareness Training	SOLAR Web Site	Upon EOD	30 minutes	Annually	
Government Ethics: Financial Disclosure filers only	Class/web-based	Within first year	1-2 hours	Annually	
SUPERVISORS					
MAST	Classroom	First 6 months	48 hours	N/A	
Resource & Financial Management Overview	Classroom	First Year	6 hours	N/A	
Acquisition Management for Supervisors	Classroom	First Year	4 hours	N/A	
Human Resources Management Overview	Classroom	First 2 Years	20 hours	N/A	

Positive Technology Transfer Process	Classroom, Video or On-line	First Year	2 hours	N/A	
PROJECT MANAGER					
Program/Project Management	Classroom	First 6 months	40 hours	N/A	
DAS DATA MANAGER					
Local DAS Software	OJT/Review with Supervisor	Immediate	16 hours	N/A	
COTR					
Contracting Officer Technical Representative	Classroom	6 months	5 days	N/A	
CONTRACT MONITOR					
SOW Applicable Contract	OJT/Review with Supervisor	Immediate	16 hours	N/A	
ADMINISTRATIVE OFFICERS					
Human Resources Management Overview	Classroom	First Year	20 hours	N/A	
AEROSPACE TECHNOLOGISTS					
Positive Technology Transfer Process	Classroom, Video or On-line	First Year	2 hours	N/A	
METROLOGY REPRESENTATIVE					
Metrology Process Management (LMS-CP-0506, LMS-CP-0510)	OJT/Review with Center Metrology Manager	Immediate	4 hours	N/A	
FACILITY SAFETY HEADS					
Hazardous Materials	OJT/Review with Supervisor	Immediate	4 hours	N/A	
CMTS/MSDS	OJT/Review with Supervisor	Immediate	4 hours	N/A	
ENGINEERING TECHNICIANS					
Safety Clearance Procedures (LAPG 1710.10)	OJT/Review with Supervisor	Immediate	2 hours	N/A	
Building Fire and Evacuation Plan	OJT/Review with Facility Safety Head	Immediate	1 hour	N/A	

CERTIFIED TEST ENGINEER					
Test Engineer Certification (Identified in Facility Management Plan, CMOL)	OJT, Facility Documentation & LAPG's	Immediate	6mo. - 2yr.based on previous experience	4 years	
FACILITY PROCESS SYSTEMS OPERATORS					
Certified Operator training defined in LAPG 1740.7 (Identified by Facility Safety Head/Supervisor)	OJT/Handbook/ Standards	When recommended by FSH/Supervisor	As required	Annual	
CERTIFIED SAFETY PERSONNEL					
Personnel Safety Certification prescribed by LAPG 1740.6	Classroom/OJT	When recommended by FSH/Supervisor	As required	1-4 years	
PROPERTY CUSTODIANS					
NASA Equipment Management (NPG 4200.2B)	NEMS Equipment Manager (classroom)	Immediate	6 hours	N/A	
CLERICAL					
TADS/Electronic Purchase Request System	OJT/Review with AAAC Competency Secretary	Immediate	2 hours	N/A	
T&A Regulations (LAPD 3630.3)	OJT/Review with AAAC Competency Secretary	Immediate	2 hours	N/A	
Filing System (NPG 1441.1C)	OJT/Review with AAAC Competency Secretary	Immediate	8 hours	N/A	
Office Procedures (LAPG 1450.1)	OJT/Review with AAAC Competency Secretary	Immediate	2 hours	N/A	
FACILITY ENVIRONMENTAL COORDINATOR					
Facility Environmental Coordinator Annual Training	OJT w/OSEM	Immediate	1-4 hours	Annually	
Waste Management Course	Classroom (OSEM)	At earliest opportunity	1 hour	Annually	
LAPG 8800.1, Environmental Program Manual	OJT	Upon EOD	1 hour	Annually	